

Accountant | Indian Head Park

POSTED ON APR 4, 2016 AND WILL REMAIN OPEN UNTIL FILLED.

The Village of Indian Head Park is seeking a self-starting, experienced Village Accountant to handle all daily operational functions relating to General Ledger, Accounts Payable/Receivable, Payroll Processing, daily cash deposits and monthly financial reporting. Indian Head Park is a small community.

This position an opportunity to learn every aspect of a municipal finance department. Examples of the accountant's major responsibilities, in addition to all general ledger maintenance and bank reconciliation support, include leading the annual audit preparation (including the primary responsibility of preparing work papers, coordinating with external auditors, and reporting on internal controls), completing annual reports required by the State of Illinois and Cook County (including, but not limited to the State Comptroller's report and treasurer's report), maintaining and auditing financial procedures and internal controls, preparation of annual 1099 forms, and maintaining capital inventory records.

Requirements include a bachelor's degree from an accredited college or university in public accounting, or finance, business administration, or a related field, and at least two years of work experience in accounting (preferably in municipal government). Experience with governmental fund accounting is highly desirable. Strong working knowledge of modern governmental accounting theory, principles, practices, internal controls, budgetary, accounting and reporting systems, GAAFR, GAAP and GASB; strong computer skills (including Microsoft Office and financial software); ability to learn and use management information systems at an advanced level; basic knowledge of public finance and fiscal planning; and working knowledge of payroll and accounts payable functions are required. The successful candidate will be a self-starter capable of managing, organizing and prioritizing required duties, and desire to support department business process improvements. Strong written skills must be demonstrated to support updating documentation to simplify and make operations more efficient.

Position reports to the Village Administrator and applicant must have the ability to work independently exercising good judgement and initiative. Position will remain open until filled. Will expedite hiring for the right candidate.

Salary range is \$40,000-\$50,000 per year.

Experience in L.O.C.I.S. municipal software is preferred.

LOCATION:

201 Acacia Drive
Indian Head Park, IL 60525
United States

HOW TO APPLY:

Submit resume and cover letter to jdurocher@indianheadpark-il.gov